



District Order Form

Order online at www.toastmasters.org/shop
or email completed form to supplyorders@toastmasters.org

Please print or type all information clearly. Include District and postal code on all correspondence.

Date District Number District Director Signature

Member Number Phone

Email

Shipping Address

Name

Company Name/Other

Address

City State (U.S. only)

Zip/Postal Code Country

Billing Address

Same as shipping address

Name

Company Name/Other

Address

City State (U.S. only)

Zip/Postal Code Country

Item Number	Description	Weight	Quantity	Unit Price	Promo Code	Total Price

Additional Items may be listed on Page 3

Shipping Method

United States Districts

Standard (1–10 business days)

1 Day Courier (1 business day)

2 Day Courier (2 business days)

Non-United States Districts

Airmail (7–21 business days)

Courier (2–4 business days)

Processing and Handling

Standard (up to 10 business days) Orders received during peak order periods (August, September, October) and those requiring customization may require more than 10 days.

Express (\$15 + shipping charges) Orders received by 12 p.m. PT will be processed and shipped the same day. Orders received after 12 p.m. PT will be processed and shipped the next business day not available for orders containing items to be customized).

Promotional code

Subtotal (without customization charges)

Customization charges: 25¢ per character*

Discount total

Sales tax

Shipping**

Express handling

Total Amount (USD)

*Please fill out the Customization Information chart on page 3

**If your calculations are incorrect, you will be charged the correct amount. All information must be complete and payment in U.S. dollars must be included or the order will be returned to you. Prices, availability, appearance of all items, and postage charges are subject to change without notice. Any duties and taxes incurred are the responsibility of the person placing the order. For current weights, pricing, and to calculate shipping, go to www.toastmasters.org/shop.

Payment Must Accompany Order

Payment Method (U.S. Funds)

MasterCard

Visa

AMEX

Discover

Check

Cash

Gift certificate number(s) (send all gift certificates used with Order Form)

Card Number

Expiration Date (MM/YY)

Purchase order number (include copy)

Signature

Additional Items

Please add additional items below.

Item Number	Description	Weight	Quantity	Unit Price	Promo Code	Total Price

Customization Information

Please review line and characterization limits for each item, available by visiting www.toastmasters.org/shop or by contacting the Orders and Tracking team at +1 720-439-5050 or by emailing supplyorders@toastmasters.org.

Item Number:

	Customization Text	Character Count
Line 1		
Line 2		
Line 3		
Line 4		
Line 5		
	Total characters (including spaces)	

Item Number:

	Customization Text	Character Count
Line 1		
Line 2		
Line 3		
Line 4		
Line 5		
	Total characters (including spaces)	